

Volume No. 3 - Automated System Applications	TOPIC NO. 70360
Function No. 70300 - FAACS Online	TOPIC INTERFACE REQUIREMENTS
	DATE 9/1/93

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OVERVIEW

The purpose of this topic is to provide guidelines to agencies regarding the automated and manual procedures required when interfacing the Fixed Asset Accounting and Control System (FAACS) data into the Commonwealth Accounting and Reporting System (CARS) for reconciling FAACS to CARS, and for preparation of General Purpose Financial Statements (GPFS) and the Comprehensive Annual Financial Report (CAFR).

POLICY

Agencies must ensure that FAACS data properly interfaces to CARS for reconciliation purposes and in order to prepare General Purpose Financial Statements (GPFS) and the Comprehensive Annual Financial Report (CAFR).

PROCEDURES

100 FAACS/CARS Interface - General

The FAACS/CARS interface consists of both automated processing and manual procedures. This Section discusses the manual procedures that relate to the FAACS/CARS interface.

The FAACS/CARS interface is the subsystem that processes the financial accounting data used to produce the fixed asset financial disclosure GPFS and the CAFR.

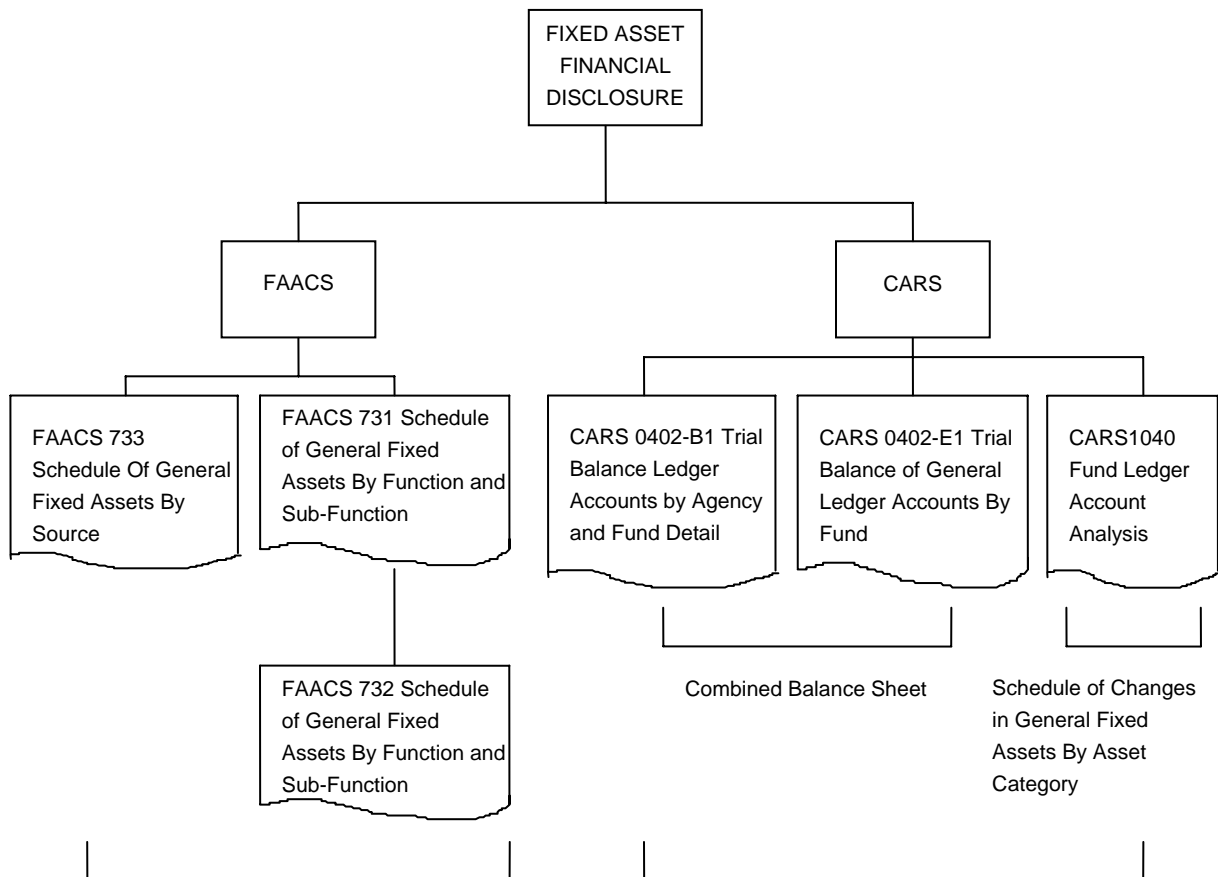
The data used to construct the financial disclosure required for the GPFS is maintained by CARS. CARS Report 0402 Option B1, Trial Balance of the General Ledger Accounts by Agency and Fund Detail, is used by agencies for presenting fixed assets on the Combined Balance Sheet. CARS report 1040, Fund Ledger Account Analysis, is used by agencies to determine the proper disclosure for the Schedule of Changes in General Fixed Assets by Asset Category. CARS 0402 Option E1, Trial Balance of the General Ledger Accounts by Fund, and CARS 1040 is used to produce the GPFS financial disclosure for the entire Commonwealth.

The data used to construct the financial disclosure recommended for inclusion in the CAFR is maintained by FAACS. This data pertains to the General Fixed Asset Account Group only. FAACS Report 731, Schedule of General Fixed Assets by Function and Subfunction, and FAACS Report 734, Annual Schedule of Changes in General Fixed Assets by Function and Subfunction, is used by the agencies to prepare schedules for the CAFR. FAACS Report 733, Schedule of General Fixed Assets by Sources is used by agencies to identify the source of the monies used to purchase their general fixed assets. **Exhibit 1** shows the financial reports used to prepare the fixed asset financial disclosure and the level at which they are prepared.

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Exhibit 1

FIXED ASSET FINANCIAL DISCLOSURE



- Statwide
- Agency
- General Fixed Asset Only
- Comprehensive Annual Financial Report

- Statwide
- Agency
- All Fixed Assets
- General Purpose Financial Statements

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PROCEDURES (Continued)

200 Interface Processing (Cycle-Frequency)

Summarized financial transactions are sent to CARS each time FAACS is run. FAACS is normally run on a daily basis.

300 CARS Interface Transactions

Transaction codes are pre-defined, three-digit numbers that are entered on Screen 2 of the online system. This screen has 3 variations: Screen FACM0111 to add a new asset to the MASTER FILE; Screen FACM0121 to change an existing asset on the MASTER FILE; and Screen FACM0151 to change an asset on the DATA ENTRY FILE. (See CAPP Topic No. 70325, "Data Entry," for further details.) Transaction codes uniquely identify each accounting event related to the acquisition, disposal, and depreciation of fixed assets both in the account group and in the proprietary and trust funds. Transaction codes are critical to both FAACS and CARS because they:

1. Identify the General Ledger Accounts that each transaction will debit and credit, and
2. Specify the CARS edit criteria that the transaction must meet (for example: coding requirements).

The transaction codes to be used for agency entries into FAACS are listed in numeric sequence on the following pages. They show the titles and the established debit and credit general ledger account entries generated in CARS for each transaction. These transaction codes are used for both controlled and capitalized assets. Agencies are allowed to use only those transaction codes listed in this topic. The Department of Accounts (DOA) has the responsibility for assigning all transaction codes. Inquiries concerning transaction codes should be directed to the General Accounting Manager at the Department of Accounts.

The next eleven columns indicate the data elements that are required, optional, or not allowed to be coded by the agency for that particular transaction. The final column of the exhibit indicates whether the transaction code may be used with the General Fixed Asset Account Group or a fund.

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TRANSACTION CODE TABLE

Key: R = Required
Blank Space - Optional
N = Not Allowed
F = Fund
A = Account Group

Code	Title	Debit	Credit	General Ledger Account	A g e n c y	C a t e g o r y	I d e n t i f i c a t i o n	C o s t C o d e	F u n d / D e t a i l	P r o g r a m	S u b p r o g r a m	E l e m e n t	P r o j e c t N u m b e r	G r a n t N u m b e r	F u n d i n g S o u r c e	F u n d o r A c c o u n t G r o u p
612	Land Acquisition-General Fixed Asset Account Group (GFAAG)	365	798		R	R	R		R	R					R	A
613	Land Disposal - GFAAG	798	365		R	R	R		R	R					R	A
614	Building Acquisition - GFAAG	366	798		R	R	R		R	R					R	A
615	Building Disposal - GFAAG	798	366		R	R	R		R	R					R	A
616	Improvements Other Than Buildings Acquisition - GFAAG	368	798		R	R	R		R	R					R	A
617	Improvements Other Than Buildings Disposal - GFAAG	798	368		R	R	R		R	R					R	A
618	Equipment Acquisition - GFAAG	370	798		R	R	R		R	R					R	A
619	Equipment Disposal - GFAAG	798	370		R	R	R		R	R					R	A
620	Accumulated Depreciation - Improvements Other Than Buildings, Increase - GFAAG	798	367		R	R	R		R	R					R	A
621	Accumulated Depreciation - Improvements Other Than Buildings, Decrease - GFAAG	367	798		R	R	R		R	R					R	A
622	Construction in Progress - Increase - GFAAG	372	798		R	R	R		R	R			R		R	A
623	Accumulated Depreciation - Buildings Decrease - GFAAG	369	798		R	R	R		R	R					R	A
625	Accumulated Depreciation - Equipment - GFAAG - Decrease	371	798		R	R	R		R	R					R	A
626	Construction in Progress - Decrease - GFAAG	798	372		R	R	R		R	R			R		R	A
627	Land Disposal - Proprietary and Trust Fund (P&TF)	790	365		R	R	R		R						N	F
628	Land Acquisition - P&TF	365	797		R	R	R		R						N	F
629	Building Disposal P&TF	790	366		R	R	R		R						N	F
630	Accumulated Depreciation - Buildings, Increase GFAAG	798	369		R	R	R		R	R					R	A
631	Improvements Other Than Buildings Disposal P&TF	790	368		R	R	R		R						N	F
632	Building Acquisition - P&TF	366	797		R	R	R		R						N	F
633	Equipment Disposal - P&TF	790	370		R	R	R		R						N	F
634	Improvements Other Than Buildings Acquisition - P&TF	368	797		R	R	R		R						N	F

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TRANSACTION CODE TABLE

Key: R = Required
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N = Not Allowed
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A = Account Group

Code	Title	General Ledger Account	Debit	Credit	A g e n c y	C a t e g o r y	I d e n t i f i c a t i o n	C o s t C o d e	F u n d / D e t a i l	P r o g r a m	S u b p r o g r a m	E l e m e n t	P r o j e c t N u m b e r	G r a n t N u m b e r	F u n d i n g S o u r c e	F u n d o r A c c o u n t G r o u p
635	Accumulated Depreciation Improvements Other Than Buildings - Decrease - P&TF	367	790		R	R	R		R						N	F
636	Equipment Acquisition - P&TF	370	797		R	R	R		R						N	F
637	Accumulated Depreciation - Buildings, Decrease P&TF	369	790		R	R	R		R						N	F
638	Construction in Progress Increase P&TF	372	797		R	R	R		R	R			R		N	F
639	Accumulated Depreciation - Equipment Decrease P&TF	371	790		R	R	R		R						N	F
640	Accumulated Depreciation - Equipment Increase P&TF	796	371		R	R	R		R	R					R	A
642	Construction in Progress - Decrease P&TF	797	372		R	R	R		R	R			R		N	F
644	Accum. Dep. Improvement Other Than Buildings Prior Year Adjustment GFAAG	796	367		R	R	R		R	R					R	A
645	Accum. Dep. Buildings - Prior Year Adjustment GFAAG	790	369		R	R	R		R	R					R	A
646	Accum. Depr. Equipment Prior Year Adjustment GFAAG	798	371		R	R	R		R	R					R	A
647	Accum. Depr. Improvements Other Than Buildings Prior Year Adjustment - P&TF	797	367		R	R	R		R						N	F
648	Accum. Depr. Equipment Prior Year Adjustment - P&TF	797	369		R	R	R		R						N	F
649	Accum. Depr. Equipment Prior Year Adjustment - P&TF	797	371		R	R	R		R						N	F
650	Accumulated Depreciation - Improvements other Than Buildings Increase - P&TF	791	367		R	R	R		R						N	F
660	Accumulated Depreciation - Buildings Increase - P&TF	791	369		R	R	R		R						N	F
670	Accumulated Depreciation Increase - Equipment - P&TF	791	371		R	R	R		R						N	F

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PROCEDURES (Continued)

400 General Ledger Accounts

The structure, assignment, and use of all general ledger account codes are controlled by the Comptroller's Office. The following general ledger account codes and titles are in the CARS system to be used in accounting for fixed assets.

Code

- 365 Land
- 366 Buildings
- 367 Accumulated Depreciation - Improvements Other Than Buildings
- 368 Improvements other than Buildings
- 369 Accumulated Depreciation - Buildings
- 370 Equipment
- 371 Accumulated Depreciation - Equipment
- 372 Construction in Progress
- 798 Investment in General Fixed Assets
- 790 Disposal of Fixed Assets at Book Value
- 797 Investment in Fixed Assets - Proprietary and Trust Funds
- 791 Depreciation Expense - Proprietary and Trust Funds

500 Interface Reconciliation

To ensure accuracy and uniformity in the preparation and reconciliation of financial data input to CARS, the reconciliation procedures outlined in CAAP Volume 1, Topic No. 20905, "Reconciliation Requirements," will be followed. **Exhibit 2** shows an overview of the interface reconciliation process. More information regarding reconciliation requirements is included in CAPP Volume 1, Topic No. 30905, "Requirements."

The CARS Interface Activity Report (FAC 710) identifies the batch amount and batch count for fixed asset transactions sent to CARS. The report shows the composition of summary transactions passed to CARS and identifies each detailed transaction to its source document. The FAC 710 report must be reconciled to the Weekly Report of Transactions Posted (CARS 0401). The reconciliation is by agency and batch. If the batch amount and record counts do not agree, the discrepancy must be researched and resolved.

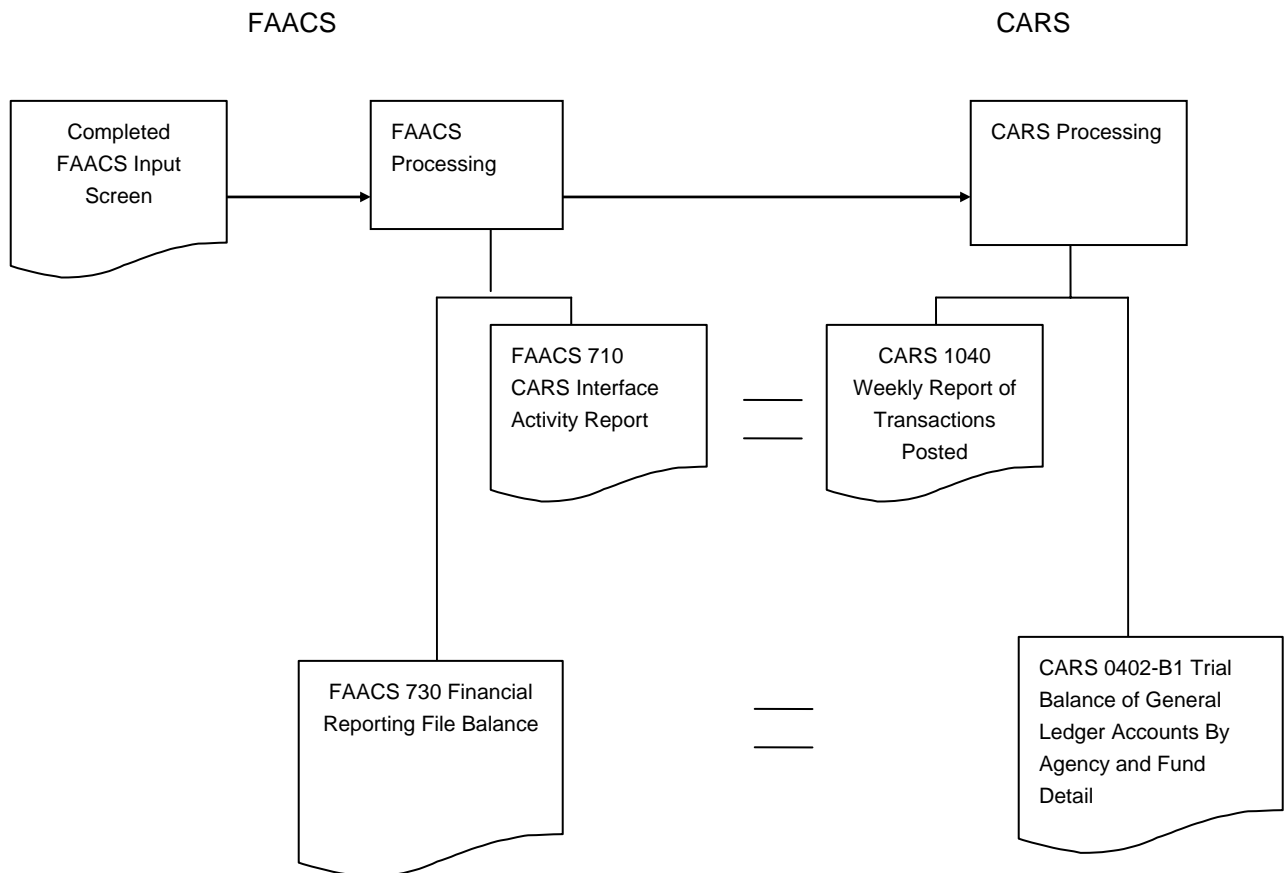
The Financial Reporting File Balances Report (FAC 730) is used to ensure that the financial balances recorded on the FAACS Financial Reporting File are in agreement with the financial balances recorded on the CARS Fund Ledger File. This report must be reconciled to the Trial Balance of General Ledger Accounts by Agency and Fund Detail (CARS 0402-B1). The reconciliation is by agency, fund, and general ledger account. If the balances do not agree, the discrepancy must be researched and resolved.

Entries affecting Accumulated Depreciation GLA's are system generated periodically. Typically, agencies would not key in entries using transaction codes that impact Accumulated Depreciation GLA's.

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Exhibit 2

FINANCIAL RECONCILIATION PROCESS



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ACTR 0401 WEEKLY (CM)-CYCLE W RUN DATE 11/11/88 10:28 A.M. COMMONWEALTH ACCOUNTING AND REPORTING SYSTEM / CARS DEPARTMENT OF ACCOUNTS WEEKLY RECONCILIATION REPORT OF TRANSACTIONS POSTED IN CARS AS OF 11/11/88 AGENCY NO : 181 AGENCY PAGE : 1 REPORT PAGE : 482 REQUEST NO. ACTR0401 D 01																						
AGY-LIST CUR-DOC/SFX IC GLA CC FUND PROGRAM SRC/ TRANS ACTION PROJ AGENCY OR CM PROC AGY DATE AGY DATE TY NO SEQ CCO																						
INVOICE-NO DATE VENDOR-10/SFX VENDOR NAME INV DESCRIPTION MULTI-PURPOSE FIPS																						
VENDOR COUPONS																						
193	-	334	984 0100 7240000 1222	-	LOTUS	18.00	00000	15100755	881111	151	881104	X	193	00001	05							
193	-	334	982 0100 7490200 1222	-	COMPUTERWORLD	29.57	00000	15100756	881111	151	881104	X	193	00002	05							
193	-	334	911 0100 7490100 1285	-	THE BERKLEY HOTEL	185.86	00000	15100757	881111	151	881104	X	193	00003	05							
193	-	334	931 0100 7490100 1212	-	ROANOKE TIMES & WORLD-NEWS	270.40	00000	15100758	881111	151	881104	X	193	00004	05							
193	-	334	982 0100 7490200 1279	-	CENTRAL POINT SOFTWARE	25.00	00000	15100759	881111	151	881104	X	193	00005	05							
193	-	334	976 0100 7370200 1223	-	CLESON UNIVERSITY	435.00	00000	15100760	881111	151	881104	X	193	00006	05							
193	-	334	911 0100 7490100 1221	-	RICHMOND CHAPTER - VSCPA	20.00	00000	15100761	881111	151	881104	X	193	00007	05							
193	-	334	931 0100 7490100 1221	-	AMERICAN SOCIETY FOR PERSONNEL	290.00	00000	15100762	881111	151	881104	X	193	00008	05							
193	-	334	982 0100 7240000 1221	-	DATA PROCESSING MANAGEMENT ASSOCIATION	90.00	00000	15100763	881111	151	881104	X	193	00009	05							
BATCH TOTAL						1,363.83	FFY 89															
00000184	15100707-	323	911 0100 7240000 1242	-	\$ 8	1,109.00	80118	15100707	881109	151	881031	X	184	00001	05							
00000184	15100708-	323	911 0100 7240000 1242	-	\$ 8	1,109.00	80119	15100708	881109	151	881031	X	184	00002	05							
00000184	15100709-	323	911 0100 7240000 1242	-	\$ 8	1,160.00	00000	15100709	881109	151	881031	X	184	00003	05							
BATCH TOTAL						3,378.00	FFY 89															
BATCH TYPE TOTAL TRANSACTION AMOUNT						4,741.83	NO OF TRANSACTIONS	12	NO OF BATCHES	2												
VENDOR PAYMENTS																						
191	-	324	921 0100 7490100 1213	-	FEDERAL EXPRESS CORP	108.25	00000	15100739	881111	151	881103	3	191	00001	05							
06 586 37526	881015	103009049-00	921 0100 7490100 1213	-	PURULATOR COURIER CORP	93.55	00000	15100740	881111	151	881103	3	191	00002	05							
000008500886	881008	29059094-00	921 0100 7490100 1213	-	PURULATOR COURIER CORP	27.85	00000	15100740	881111	151	881103	3	191	00003	05							
000008565598	881015	29059094-00	921 0100 7490100 1215	-	RELIEF PRINTING CORPORATION	4.80	00000	15100742	881111	151	881103	3	191	00005	05							
000008565283	881017	36600-00	921 0100 7490100 1215	-	RELIEF PRINTING CORPORATION	4,900.220																

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INTERNAL CONTROL

Each agency and institution should implement cost beneficial internal control procedures to ensure that:

- Accurate, uniform and timely information is reported and interfaced; and
- FAACS and CARS reconciliation procedures are followed.


RECORDS RETENTION

Records should be maintained for a period of at least three years or longer, if necessary, to be in compliance with policies established by the Records Management Section, Virginia State Library and Archives (See CAPP Topic No. 21005, Records Retention and Disposition," for further details.) The retention period generally starts at the close of the fiscal period.

For pending, ongoing or unresolved litigation, auditor claims, retain documentation until completion, resolution or negotiation of settlements and retain according to standardized scheduled. Provide for the period destruction of records not subject to permanent deposit in accordance with policies and procedures established by the Records Management Section, Virginia State Library and Archives.

DOA CONTACT

Assistant Director, Fixed Assets and Indirect Cost

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SUBJECT CROSS REFERENCES

CAPP Topic No. 21005, "Records Retention and Disposition"

CAPP Topic No. 20905, "Reconciliation Requirements"

CAPP Topic No. 30905, "Requirements"

CAPP Topic No. 70325, "Data Entry"

CAPP Topic No. 70365, "Reports"